

**City of Oconomowoc
Plan Commission Meeting Minutes
February 2, 2022**

Chairman Magnus called the meeting to order at 6:00 pm.

Members Present: Chairman Magnus, Commissioners Valley, Frederick, Mulder, Vande Zande, Gross and Brotheridge

Others Present: Gallo, Frye, Hoepfner and Dehnert

2. Approve Minutes of January 5, 2022: Motion by Vande Zande to approve the January 5, 2022 minutes; second by Mulder. Motion carried 7-0.

3. Comments from citizens specific to item on the agenda: None.

4a. Public Hearing – Park & Open Space Plan 2030: The purpose of the hearing is to hear public comment on the application to amend the City of Oconomowoc Comprehensive Land Use Plan 2050. The request amends the land use plan by incorporating the updated 2030 Park and Open Space Plan which is used to guide the city in making decisions related to improvements at existing parks, new facilities, land acquisition, recreation trail extensions and improvements. The public hearing opened at 6:02 pm. Gallo explained this request would amend the City's Comprehensive Land Use Plan by incorporating the Park and Open Space. This plan was last updated in 2010 and should be updated every 5 to 10 years. The process of updating the plan was started by staff in 2016 with a preliminary plan; a needs assessment was done in 2018; the Park Board discussed the proposed plan in 2020 and recommended approval of it at their meeting last month. Gallo concluded the proposed plan updates the pedestrian plan, boat launch, redirects activities from Champion Field to the new NE regional park, makes improvements to neighborhood parks and various other items. No comments were received by the public, and the hearing closed at 6:04 pm.

5a. Consider/recommend the Fowler Oaks Condominium Plat at 560-562 E. Lisbon Road: Gallo explained this request is to convert an existing duplex into two condominiums. The property is zoned Residential Multi-Unit Low. If approved, the property will go from being 1 parcel with 2 duplexes into 2 separate parcels with a building on each. Each unit has their own utilities and garbage fees. Originally there was some concern by utility staff with the electric meters but this issue has been addressed, and Gallo recommends approval. Motion by Frederick to recommend to Council approval of the Fowler Oaks Condominium Plat at 560-562 E. Lisbon Road; second by Gross. Motion carried 7-0.

5b. Consider/act on the Major Design Review Plans for St. Matthew's Church and School Additions at 1650 Brown Street: Gallo explained the church is moving forward with their plans for a 31,635 sf church and 8,517 sf classroom addition. In July 2017 building plans for the school and daycare were approved and preliminary plans were provided for the proposed future worship area. The property is approximately 19.1 acres and zoned Institutional Public. The use conforms to the zoning code, and the proposed buildings comply with all setbacks. Gallo reviewed the number of new parking stalls, stormwater plans, landscaping, utilities and lighting, and said all meet code requirements. The Architectural Commission reviewed the building design and materials tonight, and it was determined chiller units on the new building would need to be screened. Gallo explained the architectural members worked with the church's architect on a plan to extend the north wall of the church to make the wall symmetrical and would hide the chiller units. The building materials, design and colors enhance the existing buildings. The church's roof will be 38'11" to the peak and the steeple will be 73'4" tall. Gallo recommended approval of the plans. The members asked about concerns at the Architectural Commission, and Gallo and the architect gave more detail on the changes the members requested. Motion by Vande Zande to approve the Major Design Review Plans for St. Matthew's Church and School additions at 1650 Brown Street to include the Architectural Commission's comments earlier this evening; second by Brotheridge. Motion carried 7-0.

5c. Consider/recommend the Certified Survey Map to combine properties at 645 Anderson Street: Gallo explained this request is to combine 3 lots into 2. The two outside lots are absorbing the middle lot which had a home on it that burnt down. The property is zoned Traditional Residential and the three lots are each 33' wide. The land combination will make one lot 44' wide and the other will be 55' wide and contain the existing detached garage and driveway. Gallo noted there is a 9' long sidewalk which goes through the new lot line, and the owners will be removing the concrete. The middle lot contains utilities which are going to be abandoned, and an Escrow Agreement has been drafted to cover the cost to the city. The CSM has been reviewed, any issues addressed, and Gallo recommends approval of the proposed land combination. Motion by Gross to recommend to Council approval of the Certified Survey Map at 645 Anderson Street; second by Brotheridge. Motion carried 7-0.

5d. Consider/recommend Ordinance 22-O1027 for rezoning of the residential lot located at 515 S. Westover Street: Gallo explained this request is for the rezoning of a .227 acre lot from General Commercial to Traditional Residential. The property has residential properties around it and commercial to the south. The property owners intend to build a new home on the property. Gallo recommended approval of the request. Motion by Valley to recommend to Council approval of the rezoning of the residential lot at 515 S. Westover Street; second by Frederick. Motion carried 7-0.

5e. Consider/recommend Ordinance 22-O1028 annexing territory to the City of Oconomowoc – Robert Miller lands, OCOT 0517.996.005 & OCOT 0520.999.004: Gallo explained staff received a request for 42.23 acres located on the SW corner of CTH K and CTH P to be annexed into the city. Currently the land is being farmed and the applicants intend on developing the land into future residential and some commercial uses. Council acted on the initial resolution on 1/18/22 and will take final action on the annexation at their next meeting on 2/15/22. The land is also being assigned temporary Urban Reserve zoning. Gallo noted the applicant will have to come back to the Plan Commission once their plans for the property are determined; the comprehensive land use plan may need to be amended; all zoning changes will have to come back to the Plan Commission and Council; the property owner has signed off on the annexation; and paperwork has been sent into the State for review. Gallo recommended approval. Motion by Frederick to recommend to Council approval of Ordinance 22-O1028 to annex the Robert Miller parcels OCOT 0517.996.005 and OCOT 0520.999.004 into the City of Oconomowoc from the Town of Oconomowoc; second by Gross. Motion carried 7-0.

5f. Consider / act on Resolution 22-R3010 to amend the Comprehensive Land Use Plan by incorporating the 2030 Park and Open Space Plan: Hoepfner reported the Park and Open Space Plan is an important part of the City's Comprehensive Land Use Plan. The Dept of Natural Resources would like the plan to be updated every 5 years in order to secure grants but no more than 10 years. The Plan will be a guide to the City's park plans for the next 10 years. Hoepfner explained highlights of the Plan include updating the bicycling and pedestrian plan; removing funding from Champion Fields and putting it toward parks in the NE region of the city; updating the boat launch at City Beach; improvements to Roosevelt Park; develop Rockwell Park; improvements to neighborhood parks; and plan for future parklands. Once the plan has been adopted, staff will look at updating the park impact fee. The process of updating the plan will start again in about 5 years. Members said it is good to secure grants; concerns for those neighborhoods in the NE region with a very active park being located there and believes there will be push back; and it is important to get the plan in place to help with new park areas. Motion by Frederick to approve Res 22-R3010 to amend the City of Oconomowoc Comprehensive Land Use Plan 2050 to incorporate the 2030 Park and Open Space Plan; second by Brotheridge. Motion carried 7-0.

6. Planning Department Correspondence:

a. December 2021: Gallo reported in the month of December staff sent 4 letters for zoning determinations and 4 requests were received for occupancy of a new business.

b. 2021 Planning Department Annual Development Report: Gallo provided a summarization of the activity in the City of Oconomowoc during 2021: 174 applications were received for a variety of large projects, changes to processes, and other requests. Gallo thanked the members for their service along with Council. The members thanked Gallo for his work and the huge reduction in non-compliance letters over the years. Chairman Magnus noted the Public Comment section has been added to the agenda the last several months with no comments received from the public and encouraged members to give feedback to make sure the process is working well for all.

7. Adjourn: Motion by Brotheridge to adjourn at 6:50 pm; second by Frederick. Motion carried 7-0.

Chris Dehnert, Deputy City Clerk